

## Literacy Connections Tutor Code of Conduct

I will work in the best interests of learners by:

1. promoting the wellbeing of learners and protecting them from harm
2. engaging in ethical and professional relationships with learners that respect professional boundaries
3. respecting the diversity of the heritage, language, identity and culture of all learners
4. affirming Māori learners as tangata whenua and supporting their educational aspirations promoting inclusive practices to support the needs and abilities of all learners.

I will respect the vital role my learners' families and whānau play in supporting their children's learning by:

1. engaging in relationships with families and whānau that are professional and respectful
2. engaging families and whānau in their children's learning when there is the opportunity to.
3. respecting the diversity of the heritage, language, identity and culture of families and whānau.

I will maintain public trust and confidence in the tutoring profession by:

1. demonstrating a commitment to providing high-quality and effective teaching
2. engaging in professional, respectful and collaborative relationships with colleagues
3. demonstrating a high standard of professional behaviour and integrity
4. demonstrating a commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in the learning environment
5. contributing to a professional culture by showing respect and integrity at all times.

### Expectations for Tutors:

**Professionalism:** Tutors are expected to maintain a high level of professionalism at all times. This includes punctuality, appropriate dress, and a friendly, respectful attitude towards the student.

**Teaching practice and development:** Tutors are expected to teach using a Structured Literacy approach, and ensure that student workbooks provide a comprehensive record of a student's learning. Tutors are also expected to complete professional development as required through Literacy Connections.

**Preparation:** Tutors must come prepared for each tutoring session with the necessary materials, including relevant lesson plans, and any other resources needed for the session, as well as appropriate homework.

**Safety:** Tutors must ensure the safety of both themselves and the student by keeping the tutoring area free of hazards and maintaining awareness of any potential safety concerns.

**Respect:** Tutors must treat each student with respect and dignity, regardless of their age, background, or ability level. Any form of discrimination or disrespect will not be tolerated.

**Communication:** Tutors should maintain open and clear communication with both the student and their parents or guardians regarding the student's progress, areas of improvement, and any concerns that may arise during tutoring sessions.

**Supervision:** Parents/caregivers stay for the duration of tutoring sessions. If there is an agreement for the student to stay without supervision, please see protocols at the bottom of this document when a child is left unsupervised.

### **Expectations for Students:**

**Respect:** Students are expected to show respect for the tutor, the tutor's property, and any materials used during the session.

**Engagement:** Students are encouraged to actively engage in the learning process, ask questions, and seek clarification when needed.

**Punctuality:** Students should arrive on time for their scheduled sessions to make the most of the tutoring time.

**Homework:** Students should complete any assigned homework or practice exercises between tutoring sessions to reinforce learning.

**Confidentiality:** Tutors are expected to maintain the confidentiality of all student information, including academic progress, personal information, and any issues discussed during tutoring sessions.

**Incident Reporting:** Tutors are required to report any incidents or concerns related to a student's safety, well-being, or academic progress to the appropriate authorities or parents/guardians as necessary.

**Review and Revision:** This Tutor Code of Conduct will be periodically reviewed and revised as needed to ensure its effectiveness and alignment with the goals of Literacy Connections.

## **Additional Protocols for Students without Supervision**

### **Maintain Transparency**

- Tutors will conduct tutoring sessions in open, well-lit areas.
- Tutors will avoid any situations that may be perceived as secretive or suspicious.
- Tutors will always share the session's time and location with parents.

### **Record Keeping**

- Tutors will keep a record of tutoring sessions
- Tutors will immediately share any unusual incident with parents and the Literacy Connections leadership team.

### **Professional Boundaries**

- Tutors will maintain professional boundaries at all times and avoid engaging in personal or inappropriate conversations or actions.
- Tutors will avoid oversharing personal information with the student.

### **Two-Way Communication**

- Tutors will encourage open communication with the student about their comfort level and concerns during tutoring sessions.
- Tutors will actively listen to and address any concerns or discomfort they may express.

### **Parental Involvement**

- Tutors will encourage parents or guardians to be actively involved in their child's education by providing regular updates and progress reports.

### **Use of Technology**

- If online tutoring is involved, tutors will ensure that communication occurs through a monitored and secure platform.
- Tutors will keep records of all online interactions.

### **No Physical Contact**

- Tutors will follow the strict policy of no physical contact beyond a handshake or high-five when tutoring alone with students.
- Tutors will avoid any situation that could be misinterpreted.

### **Reporting**

- Tutors will report any concerns they have about a student's behaviour or well-being.

**Regular Check-Ins**

- Tutors will do regular check-ins with the student to ensure they feel safe and comfortable during tutoring sessions.
- Tutors will address any issues promptly and professionally.

By following this Tutor Code of Conduct, we aim to create a positive and productive learning environment for both tutors and students during one-on-one tutoring sessions. Your cooperation and adherence to these guidelines are greatly appreciated.

Literacy Connections

Date

Tutor's Name: [Tutor's Name]

Student's Name: [Student's Name]

Parent/Guardian's Name (if applicable): [Parent/Guardian's Name]

**Parent/Caregiver Concerns**

If a parent/caregiver has concerns they should contact the tutor directly to voice their concerns. If the concern continues please contact please follow our [Literacy Connections Concerns and Complaints Policy](#).